

FREMONT BUDGET COMMITTEE**07 NOVEMBER 2005****Approved 11/14/2005**

Present: Committee members Peg Pinkham, Marc Wood, Audrey Karamourtopoulos, Mike Miller, Joe Delahunty, and Donald Gates Jr; Police Chief Neal Janvrin; and Town Administrator Heidi Carlson.

Charles Kimball is out of town and Kevin Zukas sent an email today indicating that he had a family commitment that would prohibit him from being here tonight.

The meeting came to order at 7:15 pm.

Copies of the last meeting minutes were distributed to anyone who did not have them. Chief Janvrin distributed copies of his 2006 budget proposal to all of the members.

Chief Janvrin outlined some of the reporting categories within the data portion of his budget. Members spent some time reading through the budget proposal.

Janvrin highlighted that the Department is at a total of 12,543 logged items (Department activity including non-crime) for 2005 through November 1st. For the entire of 2004 the call volume was 10,528 indicating an increase in activity.

It was explained that the total appropriation is \$363,625 and that includes \$323,625 for the Police Department operating budget and \$40,000 in special details/court pay.

The first section of the budget is office expenses. Janvrin said that the Police Department clerical position began in 1993 when Barbara Baker worked 3 hours a day (15 hours per week). That expanded to 30 hours per week in 1998; and has been funded at that level for the past seven years. Janvrin said that the clerical duties can not be done in a 30 hour week, and he is proposing it at full-time status in 2006. This will include benefits, which are funded elsewhere (not in the PD budget).

In response to questions, Janvrin explained that he feels having two part-time people makes the continuity unbalanced, and that there is a process of steps involved in several of the work duties that require more continuity than can be provided with more than one part-time employee.

It was explained that Barbara Baker retired in April and that Mary Wheaton was hired to replace her, and began working the same 30 hour schedule on April 15th of this year.

There was discussion about the cost of benefits added onto the salary amount, which are shown in another budget line. It is estimated the benefits package will cost between \$10,000 and \$15,000 depending on the cost of the health insurance package.

Janvrin talked about the new streets in Fremont and listed off several of the other increases in development and patrol areas. Traffic counts are also up on Main Street. According to a study done by the State of NH this summer, the average vehicle count on Main Street is 7,490 cars per day. Janvrin also discussed some of the travel issues caused by the new roads, including Treaty Court, which can only be accessed by going through Sandown.

He also stated the number of building permits issued for the past couple of years, and that the Police Department call volume is up approximately 43%. There was discussion about the percentages of growth in Fremont, estimating about the average household tax bill, and calculating what the Police Department budget was as a percentage of the entire town and school district budget.

FREMONT BUDGET COMMITTEE**07 NOVEMBER 2005**

Janvrin outlined the remainder of the line items in the office account, many of which have not changed for 2006. The internet service is budgeted in the police department budget, but it is used by all of the safety services for ease of bookkeeping. The cost for one year is \$1,272.00.

The Department bulk prints statement forms, domestic violence rights forms, tickets, etc. Equipment needs include upgrading two monitors and 3 battery backup units, and purchase of a new scanner to be compatible with the Office 2000 professional system. This can be used to help save on staff time, utilizing policies and other forms from other departments and the State as well, without having to retype them in full.

Janvrin discussed the office supply and service/maintenance contract items. The service tech is budgeted at 3 hours per month for maintenance and all of the computer care needs.

The annual maintenance fee for the IMC computer program is \$5,220. This is virtually a nationwide system now, used by the majority of departments in NH. Incident and accident reporting is done on this system. The service contract was included for review.

The training items were next. Janvrin said he budgets for the mandated 4 hour classroom and 4 hours field firearms qualification. He said they also do a stress course and a night shoot training. There are 16 hours per person budgeted for all of the firearms training. Supplies, targets and ammunition totals \$1,850. He discussed the other ammunition used in training (something like paintball). The training is good and realistic training.

Completion of the range is budgeted at \$2,000 and this should be the last year of budgeted funds needed for it. Janvrin estimates the range is 85% done now. They hope to be using it yet this year. The budget of \$2,000 is to purchase equipment for the range for next year, including remote controlled targets.

Questions were asked about the department setting up a fee for pistol permits, or to use the range, to offset some of the expenses. Janvrin said that his agreement with the Selectmen was that the range would only be used by the Fremont Police Department. Gates highlighted that if some outside education was provided, you would have to pay the instructors, and that then the Town is liable for whoever the instructors trained. Janvrin said that he expects they will have a premiere range once it is done. For the time being, the range is to be used by the Police Department only. Carlson indicated that an additional insurance rider would be necessary as well.

Janvrin discussed the inservice training line. The amount required by statute is eight hours per year, and the Chief feels that is not enough. He budgets for 24 hours, so that officers have two hours per month of inservice training. The department likes to do regional training depending on what is offered in different locations, as well as bringing in instructors to Fremont. All officers are CPR certified and have basic first aid training. First aid training is budgeted for four hours per year per person.

Janvrin outlined the duties performed by a new officer coming onto the job. Janvrin said all part-timers go to a part-time academy, plus 100 hours of inservice training before they go out on their own.

Wages lines are up the 3% cost of living and a step raise for all uniformed personnel. He went through the full-time and part-time staffing coverage and wages. There is one full-time officer who is going to the full-time academy beginning in January of 2006, which will cause a shortfall in scheduling for those 12 weeks.

FREMONT BUDGET COMMITTEE**07 NOVEMBER 2005**

Janvrin said he calculates the pay rate (for cover shifts) by taking all of the part-time officer wages and getting an average based on how many officers there are. Janvrin uses this average to get the cost of wage coverage for filling vacation, sick, training coverage.

Janvrin said he feels that Fremont is in a constant training mode, and that part-time employees should have some access to benefits as well. There was some discussion about working in Fremont versus other towns. Fremont will not likely ever be able to compete with the larger towns and cities for wages.

Callout is budgeted at 6 hours per week for the year. This covers any person who is called out and any calls that require the second man policy.

The investigation line is up. Reese Basset works 24 hours per week and is the Department investigator (Detective Sergeant). At the time of the pay matrix being done, there was no Sergeant job description done nor was it included in the pay matrix. Janvrin said that the position has always been budgeted at a wage close to the part-time wage, but Janvrin said his job responsibilities are such that he has greater demands on him. Janvrin said that Bassett is very good at his job, and has been moved to pay grade 15 to coincide with his experience and responsibilities, as well as job skills.

The prosecution service is contracted through Mike DiCroce, who is an attorney here in Fremont. Dave Mooney is actually Fremont's prosecutor. This service is based on a per capita rate.

The detail line is \$38,500 to cover all special details, fully covered by supporting revenues. The court pay line is \$1,500 and covers any officer who has to go to court. Janvrin explained the special detail billing and usage.

Janvrin submitted the 2006 pay matrix for review with his budget as well.

Equipment includes uniforms and safety equipment (\$6,600) funded the same as the past several years. If a new officer is hired, it costs as much as \$2,500 to outfit them. Some of the equipment is swapped, but uniforms and such need to be fitted to each employee. There are two replacement vests budgeted annually, to keep them updated. They have a five year "shelf" life. Janvrin said they do test vests at the end of their "life" to ensure they work properly.

Communications covers the pager contracts for all officers, radio repairs and replacement, and the radar annual certification. Radar certification is now contracted with TMDE to come here and do it. This saves weeks of time and weeks of equipment being out of service.

First aid equipment includes 4 active jumpkits, as well as batteries for the AED units. This line is the same as years past.

Most of the OHRV equipment is funded by revenues from the OHRV special revenue account. There is \$250 in the maintenance line for any necessary repairs or replacement on an annual basis.

Fuel accounts are all up due to the increase in the cost of fuel prices. Janvrin said the accounts are up approximately 50% over last year. In addition to the cost of fuel, they are not buying from the State due to travel time to the highway shed in Epping at Route 125 and Old Hedding Road; and the gas was hurting vehicle fuel pumps. So they are buying with Citgo fleet cards, but have to pay the state gas tax and then get reimbursed. The gas tax refund goes back to the general fund, but is shown as revenue in the police budget.

Janvrin said the maintenance lines fluctuate depending on what cars have breakdowns. There are also maintenance items for the OHRV's, both of which need new tires and to be serviced this year. The two

FREMONT BUDGET COMMITTEE**07 NOVEMBER 2005**

new OHRV's were obtained on a grant about one year ago. The Town is responsible for the maintenance on these units. The special revenue fund pays for new equipment as allowed by the warrant article wording.

Janvrin indicated that the proactive OHRV patrols have helped tremendously with the number of OHRV complaints on the trails. The trailer is also used as a command post by the department.

Janvrin said there will also be two warrant articles. One will be for approximately \$3,800 for OHRV safety equipment (helmets, gloves, goggles, comfort, jackets and overalls worn by riders). This will be funded from the OHRV special revenue fund and will not be funded by taxes. Janvrin said this will outfit the rest of the officers and that it will not be necessary next year. He did say that if a new officer was hired and needed to be outfitted, that would come back as another purchase in a future year. The special revenue account items do have to be shown as appropriations and revenues in the budget, and have to be voted on by a special warrant article for withdrawal from special revenue funds.

The other warrant article will be to replace the 1985 Chevy Blazer (which was a government surplus vehicle purchased 12 years ago for \$5). The estimate cost of the new vehicle Janvrin proposes is \$26,000 and it will be proposed to take \$5,000 from the OHRV special revenue fund for that purpose. It could be used as a patrol vehicle as well, and would be used in winter months. Questions arose about the number of the SUV vehicles the town is purchasing. This vehicle is what is used to move the OHRV units and their trailer.

It was asked for Janvrin to bring in the costs to retrofit the blazer (it is a 24V system) to be used for comparison, when he brings in the final number and warrant article for a replacement SUV. The old blazer is diesel and is a maintenance problem. Janvrin feels that it is now beyond reasonable repair, indicating it had been in accidents with damage twice.

The Animal Control budget is the same as 2005 except for the wage increase and fuel/maintenance has gone up a little.

Janvrin then also highlighted the comparison pages of the budget.

Miller asked if it would be possible to put together a number to determine the cost of long and short-term disability for police officers. This could be done but would have to be offered to all part-time employees, not just to police officers.

Members thanked Janvrin for his time, and moved onto the Library Budget. Janvrin left the meeting at 8:40 pm.

At 8:40 pm Library Trustees Matthew Thomas, and Barbara Baker; and Librarian Barbara Bassett met with the Budget Committee to present their 2006 budget proposal.

Barbara Bassett began by outlining their proposal for wages, which covers the current staffing needs plus adding 5 hours to their open schedule (10 worker hours). They discussed a letter received from a Fremont youth resident this summer complaining about the hours of operation. Matthew Thomas indicated that he responded to that letter, and also that he had spoken to the youth's father. The Trustees would like to add the additional five open hours to the budget for 2006. The total request is \$43,221 to cover wages, and also includes the 3% cost of living increase.

FREMONT BUDGET COMMITTEE**07 NOVEMBER 2005**

She explained that they had added \$500 to the computer line due to the need for consistent maintenance on the public use terminals. Bassett indicated there were some members of the public accessing inappropriate sites from the public terminals.

The phone is budgeted the same as last year. Furnace and oil have been increased by \$2,000 due to the cost of fuel increasing. The Town just locked in at \$1.99 per gallon for the town buildings. The library uses approximately 2,600 gallons of oil annually, and has a service contract for the HVAC systems in the annual amount of \$2,800.

Thomas added that the new library has now been open for three years and that people are utilizing it more and more. Use has been growing over time and the library continues to have and add, resources. He said there are a lot more childrens programs as well. The community room is used a lot, and is an asset to the Town.

Thomas said that Fremont has the third lowest library budget in Rockingham County, and that we are able to offer some good programs and resources within that budget. Bassett indicated that the usage was 4,000 to 5,000 for circulation numbers in the old library and as of last week, they were up to 13,000 circulation to date in 2005.

Bassett discussed the amount of donations for any late book fees. She said she was not planning to include that "petty cash" in the annual report this coming year. She does not include the other trustee funds in the town report, but that all of that information is presented to the auditor annually. Gates indicated he felt it was important to account for that, so people know where the money is spent. Bassett explained that it is used for last minute runs for supplies, postage, etc.

The Library Association does the annual golf tournament and those funds are used for other library improvements and programs. These fundraisers are used for children's programs and the like, and are put back into the library programs.

Kevin Zukas came into the meeting at 8:55 pm.

There were no further questions for the Trustees, and they left the meeting at 9:00 pm. The Budget Committee thanked them for their time.

Karamourtopoulos questioned why the Budget Committee had backed away from the matter regarding the Sanborn Regional. There was discussion about this matter. She felt the questions had not been answered that the Budget Committee originally sought to find.

Senator Barnes, Representatives Itse and Nowe all attended a meeting of the School Board where this was discussed, and they reported back to the School Board that the contract was legal. Senator Barnes reported on a conversation he had with Commissioner Lyonel Tracy, and Barnes made an official statement which was recorded as part of the School Board minutes for September 27, 2005. A draft of those minutes was included in the Budget Committee record. Barnes went on to say that in his meeting with the Commissioner that "there are no facts or basis for an investigation in this matter" and that he (Tracy) has "no statutory basis for investigating tuition contracts decided by local districts.

Pinkham said that due to this notification, as well as other documentation the School Board has received, that they recognize it as a valid contract.

FREMONT BUDGET COMMITTEE**07 NOVEMBER 2005**

Gates indicated his feeling was that the Budget Committee made a judgement based on the letters that have been received. Members of the Committee present that evening felt that the questions had been answered.

Karamourotopoulos asked why Jack Barnes was not asked to send a letter. Pinkham said that Barnes agreed the evening he was at the School Board meeting, to make an official statement which he agreed to have the School Board secretary record for the minutes.

Karamourtopoulos indicated that the Committee had sent the letter to the wrong person, and should not drop it at this point. Pinkham said that she was finished discussing this matter, and that she felt it was not the Budget Committee's role to become involved in this.

Wood indicated that the vote was stated on October 3, 2005 and that the Committee would not focus on this matter. He said that he felt the committee's vote at the time was to not have the full focus on the upcoming budget season be surrounded or clouded by this issue. He said members present that evening felt it has been adequately addressed.

For the record, Karamourtopoulos said she thought we (the Committee) were sending the letter out so there would be no questions. She does not feel that we got the answer to what was voted on the month before, to then turn around and vote to put the issue to rest.

Karamourtopoulos said that they wanted it from the State in writing that the tuition contract vote was OK. Miller said he agreed with Karamourtopoulos, indicating he was the one who made the motion to pose the questions in the first place. Miller said he did not feel that it was right. He would feel better if what had been asked for had happened (a direct reply from the State).

Delahunty questioned whether or not it was done the right way and what might have to happen down the road if there is ever a further question asked about the contract. Pinkham reiterated that the School Board's position is that the vote was valid and to revote would be invalid.

Delahunty added a question that if the relationship with Sanborn changes to a cooperative, isn't this issue moot? This was answered in the affirmative.

Gates said that he felt the issue had been answered and put to rest.

Miller said that as of this evening, he does not believe that what he asked for was answered. He also said that he had some discomfort that the rest of the Budget Committee does not find it important enough to continue to follow up. He wanted to go on record (as he made the original motion to look further into it on August 8th) to say that he did not feel his questions had been answered.

Pinkham moved to approve the minutes of October 24, 2005 as written. Gates seconded and the vote was unanimously approved.

Miller moved to adjourn the meeting at 9:25 pm. Gates seconded and the vote was unanimously approved. The next meeting will be held at 7:00 pm on Monday November 14, 2005.

Respectfully submitted,

Heidi Carlson Town Administrator